

# MAHANADI COALFIELDS LIMITED

(A Govt. of India Enterprise)

At/PO: Jagriti Vihar, Burla, Dist:Sambalpur,  
Odisha, Pin-768020

Ref. No.MCL/HQ/EE/2020/Advisor(Finance)/ 722

Dtd.29.04.2020

## Notification for engagement of full time Advisor(Finance) in MCL on contractual basis.

Mahanadi Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of **2 (two) Nos. of full time Advisor(Finance)** from retired executives of Finance discipline of E-8 grade (New Pay scale Rs.1,20,000 - 2,80,000 / Old pay scale Rs.51,300-73,000/-) or E-7 Grade (retired with minimum 03 years of experience in new pay scale of Rs.1,00,000-2,60,000 / Old pay scale of Rs.43,200-66,000/-) or equivalent from PSUs/Autonomous organisation of Central/State Govt., **on contractual basis** for an initial period of one year. In case of retired E-8 grade executives, he should have worked as HOD(Finance)/GM(Finance)/CGM(Finance)/E.D.(Finance), directly reporting to Director(Finance). In case of E-7 grade retired executives, he should have worked in one grade below HOD(Finance)/GM(Finance)/CGM(Finance)/E.D.(Finance) for at least 03 (three) years. The contract may be extended for another one year depending upon requirement and satisfactory performance. VRS optees will not be considered.

### **Eligibility, Benefits and other details are as under :-**

1.	No. of posts	Advisor(Finance) – I & Advisor(Finance) - II (one post each)		
2.	Maximum age limit for eligibility	Not more than 65 years during the Contract Period.		
3.	Qualification	Qualification : ACA/AICW-A/MBA with specialization with Finance/CAS accountant.		
4.	Experience	1. Experience for Advisor(Finance) – I : He should have experience in the field of financial closure, loan syndication, preferably in any CPSU with/without multi-subsidiaries. 2. Experience for Advisor(Finance) – II : He should have experience in the field of finalization of Company Accounts and compliances of audit of accounts, taxation, cost & budget and overall finance activities in Coal India Ltd. or its subsidiaries.		
5.	Broad Job Description	Advisor(Finance-I) : He will advise on the accounting activities of subsidiary companies of MCL, standardization of practices in subsidiaries in line with the holding company, advice to MCL to safeguard its interest in the subsidiaries, to vet the inter-company financial proposals, services relating accounting and auditing and compliances. He will also be responsible for advising the Company in the matters of raising of capital, working capital loan and other complex issues.  Advisor(Finance-II) : He will advise on transitional strategy with careful planning for smooth implementation of ERP, analysis of financial information to help effective budget preparation, review of procedures for simplification, fund management, corporate accounts compliances for audit and taxation matters. He will also advise on the proposed system for preparation of monthly financial accounts, automation of potential finance activities and identifying non-value adding activities that may be eliminated.		
6.	Headquarters Appointment	Headquarter/Field/Strategic Location in MCL as per requirement.		
7.	Consolidated monthly compensation/ honorarium & other benefits	(I) Consolidated Monthly Compensation/ Honorarium	E8 - Rs. 1,05,000/-  E7 - Rs. 90,000/-	(retired in new pay scale of 1,20,000-2,80,000 / in old pay scale of Rs.51,300-73,000/-)  (retired in new pay scale of 1,00,000-2,60,000 / in old pay scale of Rs.43,200-66,000/-)

		(II) Conveyance Charges	Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge.						
		(III) Accommodation Facility	Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under: <table border="1"> <tr> <td>For X Class Cities</td> <td>24% of Consolidated Pay per month.</td> </tr> <tr> <td>For Y Class Cities</td> <td>16% of Consolidated Pay per month.</td> </tr> <tr> <td>For Z Class Cities</td> <td>8% of Consolidated Pay per month.</td> </tr> </table> <p>The classification of the Cities for this purpose would be as per classification of Cities as circulated by DoE vide OM dated 07.07.2017. In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.</p>	For X Class Cities	24% of Consolidated Pay per month.	For Y Class Cities	16% of Consolidated Pay per month.	For Z Class Cities	8% of Consolidated Pay per month.
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For Z Class Cities	8% of Consolidated Pay per month.								
		(IV) Re-imbursement for Mobile Telephones	Re-imbursement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.						
		(V) Medical	All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.						
		(VI) Leave	The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.						
		(VII) TA/DA	TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.						
8.	Terms and conditions	a) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical officer. b) Notice period for termination of contract – one month's notice or consolidated compensation amount from either side. c) Secrecy: The Advisors will maintain secrecy/confidentiality in respect of information/documents/ materials etc as per extant CIL policy/scheme. d) Prohibition on other Full time Engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other Firm or Company during the period of their engagement with CIL and its Subsidiaries. e) The Company reserves the right to withdraw or modify this notification anytime without assigning any reason. f) Tax/GST – Will be applicable as per rule. (In case payment of GST is required, then the same shall be re-imbursed on production of proof of such payment). g) Other terms and conditions will be as per CIL's policy in vogue.							
9.	Selection Process		The applicants fulfilling eligibility criteria and other conditions as per notification shall be shortlisted and invited for interview for final selection. No TA will be paid to any candidate for appearing in interview/selection process.						

Interested candidates fulfilling the above criteria may submit their resume in the prescribed **Application Format (Annexure-'A')** along with the following self-attested documents:

1. Proof of Age (Matriculation certificate)
2. Superannuation notice
3. Certificates of qualification
4. Documents in support of experience

The application in prescribed format along with self-attested copies of required documents may be sent to the office of the **Dy.General Manager(P-EE), Executive Establishment Deptt., MCL HQ, At/PO: Jagriti Vihar, Dist: Sambalpur – 768020, Odisha**, in the email id [gm-ee.mcl@coalindia.in](mailto:gm-ee.mcl@coalindia.in) , latest by **15.05.2020 by 5:00 PM**

The incomplete applications in any respect are liable for rejection. The applications received after the last date of submission will not be entertained.

MCL reserves the right to change the number of vacancies and cancel/restrict/modify/alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modification/amendments, if any, in this notification will be given in MCL website only.

All correspondences with the candidates shall be made through email, given in the application. However, important information will also be available at MCL's website.

MCL reserves the right to shortlist candidates for interview/selection process. No TA will be paid to any candidate for appearing interview/selection process.

S/d

**Dy.GM(P-EE)**

**MCL, Burla, Sambalpur**

PHOTO  
(Self Attested)

### APPLICATION FORMAT

#### For the post of Advisor(Finance) in Mahanadi Coalfields Limited

1. Post applied for : Advisor(Finance)-I / Advisor(Finance)-II
2. Name (in block letter)
3. EIS No. (if retired from CIL)
4. Father's Name
5. Present address for communication
6. Contact no. A) Telephone B) Mobile
7. Email ID
8. Permanent Address
9. Date of Birth (Enclose self-attested copy of Matriculation Certificate)
10. Educational/ Professional Qualifications (Enclose self-attested copies)
11. Experience (Enclose copies in support)
12. Details of Previous Postings:

Organisation/ Deptt./ Company previously worked in	Last Post held	Grade	Last Basic pay drawn with Grade Pay (where applicable)	Discipline	Period (from/till)	Remarks

13. Date of first appointment in executive cadre (Enclose copy in support)
14. Date of Superannuation (Enclose self-attested copy of superannuation notice)
15. Special Achievement (if any)
16. Details of departmental case or Court case (if any)
17. Any other information relevant to the post

### CERTIFICATE

I certify that the information/documents provided herein above are true to the best of my knowledge. In case, any of the information/documents are found to be incorrect/false at any stage then my candidature/appointment will be liable to be cancelled. I have read the detailed advertisement / notification, qualify towards eligibility conditions for the post, I am applying.

Signature of the candidate with date

List of Enclosures

- 1.
- 2.